

CHORE SERVICES (CHA)

General Description:

Chore Services (CHA) is a one-on-one hourly service that helps maintain a clean, sanitary, and safe living environment for persons with disabilities who are unable to complete chore activities on their own. CHA includes heavy household chores such as washing floors, windows, and walls; snow removal, lawn care, tacking down loose rugs and tiles; and moving heavy items of furniture in order to provide safe access and egress. CHA is not a skills training service.

CHA may be provided under Agency-based Services.

Limitations:

CHA may be provided only in the case where no other relative, caregiver, landlord, community/volunteer agency, or third-party payer is capable of or responsible for this provision. In the case of rental property, the Contractor will examine the responsibility of the landlord, pursuant to the lease agreement, prior to any authorization. CHA services billed under the CHA code may not be provided to persons simultaneously receiving services billed under the ELS, PPS, HHS, RHS, RHI, SL1, SLH or SLN service codes.

Population Served:

The Contractor will serve people currently receiving services from DHS/DSPD with mental retardation and related conditions (MR.RC), and acquired brain injury (ABI), as defined in Utah Administrative Code, Rule R539-1.

Contractor's Qualifications:

Contractor must have all applicable licenses as prescribed in Utah Administrative Code, Rule R501 <http://rules.utah.gov/publicat/code/r501/r501.htm> to operate and provide the particular type of services being offered and comply with insurance requirements and any local ordinances or permits. A non-licensed Contractor must be certified by DHS/DSPD as an authorized provider of services to persons with disabilities in accordance with Utah Code § 62A-5-103. <http://www.le.state.ut.us/~code/TITLE62A/62A05.htm>

The Contractor must be enrolled as an approved Medicaid Provider with the Utah Department of Health and agree to allow DHS/DSPD to bill Medicaid on its behalf for covered Medicaid services included in the rate paid by DHS/DSPD to the Contractor. The Contractor must also agree to participate in any DHS/DSPD provided Medicaid training.

Administrative Requirements

- A. **Policies and Procedures:** The Contractor shall have established policies and procedures, a copy of which shall be maintained and readily accessible at each program site (person's home). These policies and procedures shall:
 1. Demonstrate the development and posting of an evacuation plan in each program site, quarterly training on evacuation procedures and documentation of quarterly evacuation drills.

2. Govern the handling, storage, disposal and theft prevention of medication.

Staff Qualifications:

All staff must demonstrate competency (in the services covered by the Contract), as determined by the Contractor. In addition, all applicable education, and training must be completed before the delivery of any supports to persons and before performing any work for persons without supervision.

The Contractor must ensure that CHA staff are trained in the Staff Training Requirements as outlined in applicable Home and Community Based Waiver, rule, statute, and Contract.

CHA staff must pass a Bureau of Criminal Identification (BCI) background check through the DHS, Office of Licensing and have a record of the BCI results in the staff record. <http://rules.utah.gov/publicat/code/r501/r501-14.htm>

All staff providing this service must be at least 18 years of age.

Staff Training Requirements:

The Contractor and staff must meet the following:

1. Employees providing chore services must be capable of physically completing all required tasks.
2. Maintain a clean, sanitary and safe living environment in the person's home.

Staff Support:

Actual type, frequency and duration of CHA support will be defined in the person's Individual Support Plan Action Plan (ISP/AP) based on the person's assessed needs.

Rate:

CHA is an hourly, one-on-one service.